



DEPARTMENT OF PERSONNEL &  
ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
07-71

<b>DEPARTMENT</b> Colorado Dept. of Public Health and Environment		<b>DIVISION</b> Water Quality Control Division	<b>SECTION</b> Outreach and Assistance Unit State Revolving Fund Administration	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Administration and program-related files.  Program-related correspondence. (for other correspondence see "Administration" retention schedule)	Record copy: Retain 25 years then destroy. Duplicates: Retain until no longer needed then destroy.	<ul style="list-style-type: none"><li>Records are created by WQCD staff, systems, operators &amp; owners or contractors.</li><li>Records are kept in the WQCD Outreach and Assistance records center unless moved offsite for long-term or permanent retention.</li></ul> <i>No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer. This evaluation will be completed annually.</i>	
2.	Program-related correspondence of a short-term or temporary nature, including historical data lists pertaining to loan amounts, date of issuance, interest rate which are part of the Intended Use Plans. These lists are updated yearly.	Retain until no longer needed then destroy. Duplicates: Retain until no longer needed then destroy.		
3.	Program correspondence including capitalization grant docs, annual reports, policy memos, intended use plans, policies, audits, state grant applications, EPA oversight documents.	Stored permanently on computer hard drives, paper copy and compact disk. Current year drinking water eligibility lists are on the Board of Health website, wastewater eligibility lists are on the Water Quality Control Commission website. Current plus 1 year are kept electronically. Duplicates: Retain until no longer needed then destroy.		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Ketelsen</i>	Date 4/11/2007	Records Liaison Officer's Signature <i>Betsy Hayak</i>	Date 10-23-2006
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 7/18/07	State Auditor's Signature <i>Deborah E. Ray</i>	Date 6/18/07